Set Your Initial Password

Users will receive their initial user name and a temporary password from Human Resources.

User name format is first name underscore last name. Example: Olentangy_schools

Your Password Must Be:

- At least 14 Characters Long
- Must Contain 3 of the 4 Items Below:
  Upper Case Letters
  Lower Case Letters
  Numbers
  Special Characters
- Should Not be a Password Used for Another Account

1. Go to https://www.olentangy.k12.oh.us/
2. Select the menu toward the upper-right corner

3. **In the menu at the left expand 'Departments'**
4. **In the menu expand 'Technology'**
5. **Select 'Password Reset' toward the bottom of the** menu

6. On the Update Password Screen

a. Enter Your Username (Firstname_Lastname@olsd.us)
b. Your Temporary Password
c. Your New Password
d. Your New Password Again
7. Click Submit
8. Your new password has been set (It may take a few minutes to become active!)

Update Password

a. [Username]

b. [Old password]

c. [New password]

d. [Confirm new password]

[Submit] [Cancel]